

DINFO

DEFENSE INFORMATION SCHOOL
FORT GEORGE G. MEADE, MARYLAND

TRAINING PROGRAM OF INSTRUCTION

FOR

INTRODUCTION TO BROADCASTING (RESERVE COMPONENT)

MAY 1999

Supersedes TPI dated: August 1997

Course Length: 10 Training Days

Approved by
Dianne Jeffries
Director of Training

AMERICAN FORCES INFORMATION SERVICE

601 North Fairfax Street Alexandria, Virginia 22314-2007

INTRODUCTION TO BROADCASTING (RC)

TRAINING PROGRAM OF INSTRUCTION

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TRAINING PROGRAM OF INSTRUCTION

Preface

TRAINING PROGRAM OF INSTRUCTION FILE NUMBER (TPFN): AFIS-IB-RC

TITLE: Introduction to Broadcasting (RC)

TRAINING LOCATION: Fort George G. Meade, MD

SPECIALTY AWARDED: None

PURPOSE: To train Reserve Component enlisted personnel in the principles, techniques and skills required to perform the duties and functions of a broadcast journalist in a public affairs office or mobile public affairs detachment.

COURSE DESCRIPTION: This course is designed to provide broadcast journalism skills, training and certification to prior-service Reserve Component enlisted personnel. Due to civilian employment restrictions, these students are unable to attend the 12-week DINFOS Basic Broadcaster Course. This course is two weeks in length (10 training days) with Saturday of the middle weekend an additional training day. It is designed to be the second phase in a three phase program which includes the correspondence course, RC Basic Broadcaster MOS Qualification Course No. 224 M13 (Phase 1), and the Electronic Journalism Course (EJC) (Phase 3). The student's home station PA supervisor plays a key role in the supervision of MOS training.

PREREQUISITES: USA(RC) - grades E3 - E7; typing 20 WPM; GT=110; HS graduate w/2 years English.

USMC(RC) – grades E3 – E7; typing 20 WPM; GT=110

SECURITY CLEARANCE: N/A

CLASS SIZE:

MAXIMUM 30

MINIMUM 5

ANNUAL COURSE CAP 30

COURSE LENGTH: 10 Training Days

ACADEMIC HOURS: 85 Hrs (Including 8 hours of training on the middle Saturday)

NON-ACADEMIC HOURS: 3 Hrs

TOTAL COURSE HOURS: 88 Hrs* (includes training on the middle Saturday of the two week course)

INSTRUCTOR CONTACT HOURS: 358 Hrs

TYPE/METHOD OF INSTRUCTION:

Administrative (AD) 3 Hrs

Conference/Lecture (CL) 31 Hrs

Performance Exercise (PE) 54 Hrs

TRAINING START DATE: 26 July 1999

ENVIRONMENTAL IMPACT: None. DoD policy was followed to assess the environmental impact.

MANPOWER: The Interservice Training Review Organization (ITRO) formula was used to determine the number of instructors required.

EQUIPMENT AND FACILITIES: The Course Design Resource Estimate (CDRE) contains this information.

TRAINING DEVELOPMENT PROPONENT: American Forces Information Service, Training Directorate (AFIS/CD): (703) 428-0707; DSN 328-0707.

FUNCTIONAL AREA 1
Assignment Review

TPFN: AFIS-IB-RC-001-001-

UNIT TITLE: Policies, Information, Laws and Operations

TPFN HOURS AND TYPE: 2CL; 2PE

TPFN TOTAL HOURS: 4

PREREQUISITE: Students must have completed assignment issued to them during inprocessing.

- TASK(S):**
- 001- Evaluate broadcast material for libelous, slanderous, or defamatory content.
 - 002- Compare/contrast the different techniques required for television and radio news styles.
 - 003- Download information from electronic information services.

SUMMARY OF INSTRUCTION: Students explain the DoD policy on ethical issues such as gift-giving, plagiarism, and other potential conflicts of interest; discuss the difference between libel and slander based on Supreme Court cases involving broadcast defamation; discuss how to avoid potentially defamatory statements; and demonstrate ability to identify libelous, slanderous or defamatory content in broadcast material. Students also compare/contrast the different techniques required for television and radio news styles. In a practical exercise, student will download information from electronic information services, using different search methods to conduct research on the Internet.

REFERENCES: *Army Regulation 360-81, SECNAVINST 5720.44a, Chapter 2 and 5720.44A; DoD Directives 5230.9, 5400.7, 5400.10, 5410.10, 5410.14 and 7730.12; Title 5, USC 552, as amended by PL 93-502; Title 18, USC 793 and 795; Executive Order 12356; "The Public's Right to Know," Maj. Gen. Winant Sidle, 1985; U.S. Civil Service Commission Training Module "Freedom of Information and Protection of Individual Privacy", The Pentagon Reporters, Robert B. Sims, Army Regulation 360-5, Air Force Instruction 35-102, and OPNAV8110.14; Joint Publications 1.02 and 0-2; AFSC Pub 1, Joint Staff Officers Guide; "Pentagon Adopts Combat Coverage Principles," OASD (PA) News Release, 21 May 92; "Nine Principles: Military Media Relations; and DINFOS Public Affairs Handbook.*

INSTRUCTOR/STUDENT RATIO: 1: Class CL

SAFETY FACTORS: N/A

FUNCTIONAL AREA 2
BROADCAST SKILLS

TPFN: AFIS-IB-RC-002-001-

UNIT TITLE: Broadcast Journalism

TPFN HOURS AND TYPE: 12.5 CL, 4.5 PE

TPFN TOTAL HOURS: 17

PREREQUISITE TPFN: N/A

- TASK(S):**
- 001- Demonstrate competency in the use of Microsoft Word.
 - 002- Demonstrate competency in the broadcast style of writing.
 - 003- Describe aspects of news.
 - 004- Write a 30-second hard news story.
 - 005- Rewrite as print release for electronic media.
 - 006- Explain how telephones are used for feeding live and recorded audio materials.
 - 007- Write a 30-second hard news story and simulate sending telephone phone-in stories
 - 008- Recognize the elements of radio spot announcements.
 - 009- Write two radio spots.

SUMMARY OF INSTRUCTION: Classroom instruction includes lecture, discussion, and practical exercises. Students demonstrate the skills necessary to write effective broadcast news stories, features, and spot announcements. Skills are applied and evaluated during in-class and overnight assignments.

REFERENCES: DINFOS, *Broadcast Writing Style Guide*, 1997; *Microsoft Word User's Guide*, 1993-94; *Broadcast News* (2nd Edition), M. Stephens; *Broadcast Newswriting as Process*, J. Weaver; *Grammar for Journalists* (3rd Edition), E. Callihan; *When Words Collide* (2nd Edition), L. Kessler & D. McDonald; *Writing Broadcast News* (2nd Edition), M. Block; *Television and Radio*, Chester, Garrison and Willis; *Radio and Television News*, Brown and Jones; *Radio and Television News Editing and Writing*, Wimer and Brix; *Television and Radio Writing*, Fields.

INSTRUCTOR/STUDENT RATIO: 1: Class CL; 1:Class PE

SAFETY FACTORS: N/A

FUNCTIONAL AREA 2
BROADCAST SKILLS

TPFN: AFIS-IB-RC-002-002-

UNIT TITLE: Broadcast Announcing

TPFN HOURS AND TYPE: 8 CL, 19 P E

TPFN TOTAL HOURS: 27

PREREQUISITE TPFN: N/A

TASK(S): 001- Describe the flow of communication and how to communicate effectively.
002- Identify physical and mental characteristics of communication.
003- Describe aspects of newscasting.
004- Demonstrate correct articulation, diction, and pronunciation.

SUMMARY OF INSTRUCTION: Following group discussion and lecture on the essentials of broadcast announcing, students demonstrate the skills necessary to interpret and vocally communicate news and spot material to a radio audience during extensive performance exercises.

REFERENCES: *Fundamentals of Voice and Diction*, (8th Edition), Lyle V. Mayer; *Broadcast Voice Handbook* (2nd Edition), Ann S. Utterback; *Broadcast Announcing Skills Articulation and Diction Practice Guide*, 1991.

INSTRUCTOR/STUDENT RATIO: 1: Class (CL); 1: 8 (PE)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 3
JOINT SERVICE OPERATIONS

TPFN: AFIS-IB-RC-003-001-

UNIT TITLE: Joint Public Affairs Operations

TPFN HOURS AND TYPE: 1.5 CL, 7.5 PE

TPFN TOTAL HOURS: 9

PREREQUISITE TPFN: N/A

TASK(S):

- 001- Identify the concepts of joint Service public affairs operations.
- 002- Explain safety, standards, precautions, and accident reporting.
- 003- Participate in a Joint Information Bureau Exercise (JIBEX) to include receiving and recording media inquiries to be used as the basis for a 30-second hard news story.
- 004- Deliver a news briefing, including answering a “reporter’s” questions and serve as audience/reporters at fellow students’ briefings.

SUMMARY OF INSTRUCTION: Classroom instruction includes discussions on joint Service public affairs operations, and how to prepare for and conduct a news briefing. Students participate in a simulated field environment. Students are required to correctly respond to media and staff queries, accredit media, arrange for media travel, and prepare and conduct a news briefing. Skills are applied and evaluated during the JIBEX.

REFERENCES: Joint Pub 1-07, Doctrine for Public Affairs in Joint Operations; DoD Directive 5400, Joint Public Affairs Operations; Joint Publications 1.02 and 0-2; Defense (Almanac Issue), FY '93; AFSC Pub 1, Joint Staff Officers Guide, '93; DINFOS Public Affairs Handbook.

INSTRUCTOR/STUDENT RATIO: 1:Class (CL), 1:5 PE

SAFETY FACTORS: N/A

FUNCTIONAL AREA 4
RADIO SKILLS

TPFN: AFIS-IB-RC-004-001-

UNIT TITLE: Radio Production

TPFN HOURS AND TYPE: 7 CL, 21 PE

TPFN TOTAL HOURS: 28

PREREQUISITE TPFN: N/A

- TASK(S):**
- 001- Identify the basic techniques of conducting interviews for radio and television.
 - 002- Use a microphone and audio cassette recorder to conduct an interview.
 - 003- Identify equipment and facilities used in radio/audio production activities.
 - 004- Describe the operation of radio control room equipment.
 - 005- Describe the elements of radio production.
 - 006- Operate radio control room equipment and edit audio tape.
 - 007- Identify audio inserts, terms and techniques required for writing broadcast news releases and radio features.
 - 008- Write a 30-second news story and a radio feature based on a previous Joint Information Bureau Exercise.
 - 009- Produce a scripted radio program with the following elements: a news story, and a spot announcement.
 - 010- Critique final projects as a group.

SUMMARY OF INSTRUCTION: Classroom instruction includes discussion on techniques for conducting interviews and selecting soundbites to use in radio news stories and features, and a demonstration on how to use audio recording, playback, and editing equipment. Students produce a radio program consisting of a news story, a spot, and a feature. Skills are applied and evaluated through the production of the final radio project.

REFERENCES: *Broadcast News*, Stephens; *Broadcast News Writing Stylebook*, Papper; DoD Directive 5120.20-R; *Radio Skills Student Guide*, DINFOS; *Broadcast Writing Style Guide*, DINFOS; *Audio Control Handbook*, Oringel; *Creative Broadcasting*, Skorina, Lee and Brewer; *Television and Radio*, Chester, Garrison and Willis; *Principles and Types of Speech*, Monroe; *Radio and Television Handbook*, DINFOS; *Interviewing: Principles and Practice*, Stewart and Cash.

INSTRUCTOR/STUDENT RATIO: 1:Class (CL); 1:5 (PE)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 5
COURSE ADMINISTRATION

TPFN: AFIS-IB-RC-005-001-

UNIT TITLE: Non-Academic Hours

TPFN HOURS AND TYPE: 3 AD

TPFN TOTAL HOURS: 3

PREREQUISITE TPFN: N/A

TASK(S): 001- Inprocessing.
002- Distribution and explanation of assignment for first day of instruction.
002- Outprocessing/Graduation.

SUMMARY OF INSTRUCTION: Classroom instruction includes discussion/briefing on matters of travel, pay, per diem, billeting and academic records, accident reporting, standards of conduct and precautions while attending DINFOS, and course schedule and requirements. Students will be given an assignment that must be completed before the start of the first day of training. Students complete informational handouts and offer questions they may have relating to personnel/administrative/academic matters.

REFERENCES: DINFOS Policy and Procedure Manual

INSTRUCTOR/STUDENT RATIO: 1:Class (AD)

SAFETY FACTORS: N/A